



KITE COLLEGE
Kent Inclusive Technical Education

KITE College Examination Policy for Learners with Medical Conditions

Date: March 2026	Authorised Principal: Sarah Miller
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Learning & Inclusion Committee	
Signed: Principal	
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1. Purpose

KITE College is committed to providing equitable and inclusive assessment environments for all learners. This policy outlines the procedures and supports available for learners with temporary or ongoing medical conditions that may impact their ability to participate in or perform during exams.

2. Scope

This policy applies to all KITE College learners undertaking formal examinations, including in-person and online assessments, who are affected by medical conditions.

3. Definitions

- **Medical Condition:** Any physical or mental health issue diagnosed or under investigation, that may impair academic performance
- **Reasonable Adjustments:** Measures taken to reduce the impact of a medical condition without compromising academic integrity

4. Learner Responsibilities

- Notify the College's Head of Centre/Exams officer as early as possible about any medical condition that affects a learner due to sit exams
- Submit medical documentation from a licensed healthcare professional
- Apply for special consideration or exam adjustments at least **two weeks** prior to the exam date, unless the condition arises suddenly
- Cooperate with College staff in arranging suitable adjustments

5. Types of Support Available

Depending on individual needs and documentation, the following may be offered:

- Extra time (typically 25%)
- Use of assistive technology
- Rest breaks
- Separate or quiet rooms
- Scribe or reader support
- Alternative exam formats or scheduling

6. Emergency Medical Situations

If a learner becomes ill during an exam:

- The invigilator will assess the situation and may allow the learner to leave
- The incident will be recorded and reported to the Exams Officer

- The learner must provide medical documentation within **5 working days** to apply for mitigating circumstances

7. Confidentiality

All medical information will be handled sensitively and stored securely. Access is limited to staff involved in the implementation of exam adjustments.

8. Appeals and Complaints

Learners who disagree with decisions made under this policy may appeal through **the KITE College Exams Complaints & Appeals Policy**.

9. Review

This policy will be reviewed annually or in response to changes in legislation or college procedures.

Contact Information

For questions or to arrange support, contact:

Head of Centre/Exams Officer

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